US Department of Education

FAFSA on the Web Redesign
Use Case Specification: Federal School Code Search
Standalone

Version 4.3

Revision History

Date	Version	Description	Author
11/8/00	1.0	Federal School Code Search Standalone	Modernization Partner
11/16/00	2.0	Added Error Trapping	Modernization Partner (Larry Bach)
11/17/00	3.0	Added Diagram Checked file names – complete /Sandy Edited Business Rules /Nina Renumbered Flow Elaborated Description /Sampson Edited Post Conditions /Sandy Added NCS comments: assumption	Modernization Partner (Jenny Connelly)
12/8/00	3.3	Added Business Rules Added Assumptions Added Alternate Flows Move Navigation links from Business Rules section to Navigation Links section (Nina 12/20/00)	Modernization Partner (Jenny Connelly & Nan Li)
1/9/00	4.0	Added NCS Comments	Modernization Partner
1/14/00	4.1	Added City to search criteria Added Alternate Flow Diagram	Modernization Partner
1/25/01	4.1.1	Revised Use Case Due to Wireframe changes Imbedded Basic Flow Wireframes	Modernization Partner
3/5/01	4.2	Added Federal to School Code Search wherever applicable Added updated wireframes Replaces VC with TC in the Business Rules section	Modernization Partner
3/5/01	4.3	Accepted changes	Modernization Partner

Table of Contents

Use Case Specification: Federal School Code Search Standalone

1. Use Case Name: Federal School Code Search Standalone

1.1 Brief Description

This use case describes how an Applicant completes the Federal School Code Search outside of the Application. You can use the Federal School Code Search to **Search** for a Federal School Code, if you do not know the code for a school.

1.2 Note

- Navigation to get page-specific help messages is not documented in this use case. Please refer to "**FAFSA_WEB_Help.doc"** for more information.
- Description of concept, data, variables and database interactions is defined in "**FAFSA_WEB_Glossary.doc.**"
- Edit error process (validation and error display) is defined in "**FAFSA_WEB_Edit_Error.doc.**"

2 Actors

#	Actor Name	Actor Type
1	Applicant	Primary

3 Assumptions

#	Assumptions
1	Applicant selects the "2001-2002" school year.
2	Applicant selects "search" from the dropdown list.
3	Applicant selects **NEXT.**
4	Applicant selects **SEARCH.**
5	System produces a match.
6	Applicant selects **EXIT.**

4 Pre-Conditions

#	Pre-Conditions	Wireframe
1	Applicant begins at the home page	home.htm
2	Applicant selects: **BEFORE YOU BEGIN**	Before001.htm
3	Applicant selects: **FEDERAL SCHOOL CODE SEARCH**	Before005.htm

5 Post-Conditions

#	Post-Conditions	Wireframe
1	None	

6 Diagram

Applicant

Federal School Code
Search Standalone

7 Alternate Flow Diagram

Alternate Flow 2

Alternate Flow 1

Alternate Flow 3

Basic Flow - Federal School Code
Search - Standalone

Alternate Flow 4

8 Flow of Events

7.1 Basic Flow

Basic Flow				
#		Events	Data Elements	Wireframe
1	→	This use case begins when the Applicant chooses to perform a **FEDERAL SCHOOL CODE SEARCH**.		
2	←	System displays web page: Federal School Code Search		Before005.htm
3.1	→	Applicant selects the "2001-2002" school year.	School Year Dropdown list => szSCLYEAR	
4.1	→	Applicant selects "search" from the dropdown list.	Search/Verify Dropdown List	
	→	**NEXT**		

Before005.htm

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Federal School Code Search

You can use the Federal School Code Search to:

- **Search** for a Federal School Code, if you do not know the code for a school, or

- **Verify** a Federal School Code, if you think you know the code for a school, but you are not sure.

Which school year are you applying for?
The 2000-2001 School Year (July 1st, 2000 - June 30th, 2001)
The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)

The school year corresponds to the FAFSA application you are completing. It is important to select the appropriate school year because a school name and its related federal code might have changed from one year to the next

Select ▼

Do you want to Search or Verify a Federal School Code?

Select **Search** from the dropdown box if you do not know your school's Federal School Code, but know the name of the school and the state where it is located.

Select **Verify** from the dropdown box if you know the Federal School Code, and want to check to see that it is the correct school.

Select ▼

Next, if Search Selected for 2000-2001 school year
Next, if Search Selected for 2001-2002 school year
Next, if Verify selected

Need help with this page?

Exit

Exit

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Notes:

- Removed the following note from below "Search for School Code":

  Note: Names of some schools are abbreviated in our database (for example, Saint is often abbreviated ST and Mount is often abbreviated MT) and it may be necessary for you to enter another part of the school's name (for example, JOHN for ST JOHN'S).

  Search functionality should be coded so that user does not need to enter exact spelling as the database. For example the abbreviation "ST." should return entries with "Saint" in addition to those entries with "ST.

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Next, if verify: Before005c.htm
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Exit: home.htm
Privacy & Security: SecPriv.htm

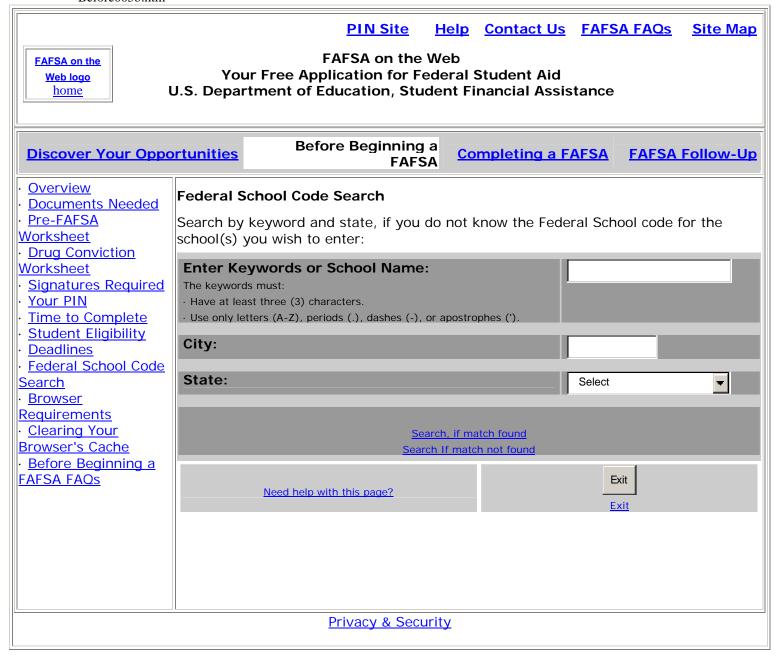## Images Files:

TBD

Basic Flow

#		Events	Data Elements	Wireframe
5	←	System displays web page: Federal School Code Search		Before005b.htm
6	→	Applicant enters data to: Enter Keywords or School Name	=> szCOLNAME	
7	→	Applicant enters data to: City	=> szCITYNAME	
8	→	Applicant selects from dropdown list: State	State Dropdown list => szSTNAME	
	→	**SEARCH**		

Before005b.htm

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Federal School Code Search

Search by keyword and state, if you do not know the Federal School code for the school(s) you wish to enter:

Enter Keywords or School Name:
The keywords must:
· Have at least three (3) characters.
· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

City:

State: Select

Search, if match found
Search If match not found

Need help with this page?

Exit

Exit

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Notes:

- Removed the following note from below "Search for School Code":

  Note: Names of some schools are abbreviated in our database (for example, Saint is often abbreviated ST and Mount is often abbreviated MT) and it may be necessary for you to enter another part of the school's name (for example, JOHN for ST JOHN'S).
  Search functionality should be coded so that user does not need to enter exact spelling as the database. For example the abbreviation "ST." should return entries with "Saint" in addition to those entries with "ST.

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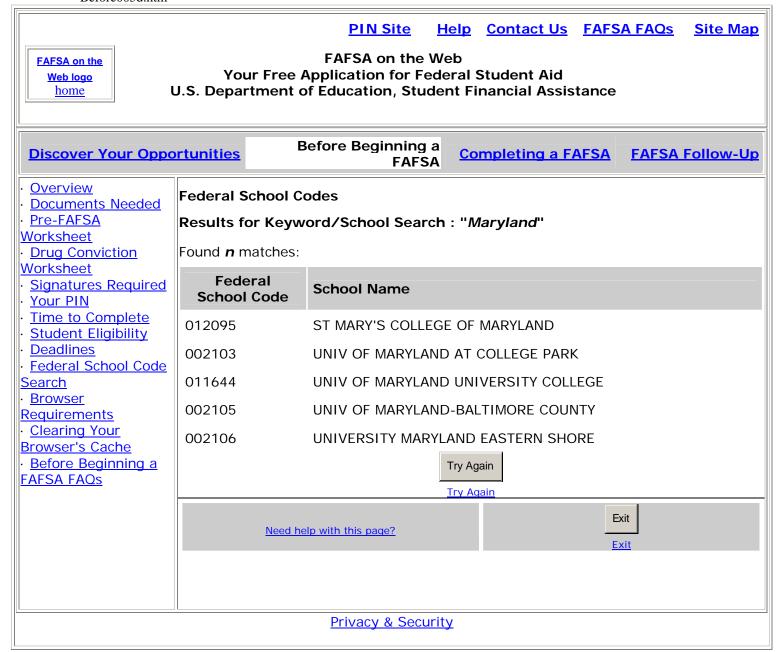Exit: home.htm
Privacy & Security: SecPriv.htm

Images Files:

TBD

Basic Flow, continued				
#		Events	Data Elements	Wireframe
9.1	←	System displays web page: Federal School Codes	[n]: number of school names that match the search criteria. List of school code and school name pairs that match the search key words	Before005d.htm
10.1	→	Applicant chooses to **EXIT.**		
		Use case ends.		

Before005d.htm

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Federal School Codes

Results for Keyword/School Search : "*Maryland*"

Found *n* matches:

Federal School Code	School Name
012095	ST MARY'S COLLEGE OF MARYLAND
002103	UNIV OF MARYLAND AT COLLEGE PARK
011644	UNIV OF MARYLAND UNIVERSITY COLLEGE
002105	UNIV OF MARYLAND-BALTIMORE COUNTY
002106	UNIVERSITY MARYLAND EASTERN SHORE

Try Again

Try Again

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Exit

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Notes:

{notes}

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Image Files:

TBD

7.2 Alternative Flows

Alternate Course 1
Title: Applicant selects the "2000-2001" school year, and chooses to search.
Assumptions:
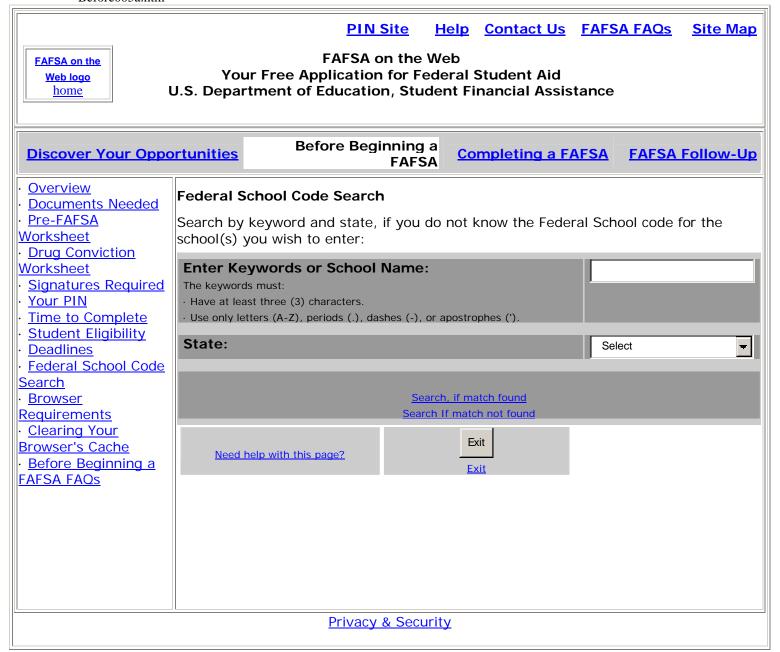
#	Assumptions
1	Applicant selects the "2000-2001" school year.
2	Applicant selects "search" from the dropdown list.
3	Applicant selects **NEXT.**
4	Applicant selects **SEARCH.**

Alternate Flow				
#		**Events**	**Data Elements**	**Wireframe**
3.2	→	Applicant selects the "2001-2002" school year.	School Year Dropdown list => szSCLYEAR	
	→	Applicant selects "search" from the dropdown list.	Search/Verify Dropdown List	
	→	**NEXT**		
3.2.1	←	System displays web page: Federal School Code Search		Before005a.htm
	→	Applicant enters data to: Enter Keywords or School Name	=> szCOLNAME	
	→	Applicant selects from dropdown list: State	State Dropdown list => szSTNAME	
	→	**SEARCH** Continue at 9.1 if match found. Continue at 9.2 if no match found.		Before005d.htm Before005e.htm

Before005a.htm

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Federal School Code Search

Search by keyword and state, if you do not know the Federal School code for the school(s) you wish to enter:

Enter Keywords or School Name: The keywords must: · Have at least three (3) characters. · Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').	[ ]
State:	Select ▼

Search, if match found
Search If match not found

Need help with this page?	Exit Exit

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- Removed the following note from below "Search for Federal School Code":

   Note: Names of some schools are abbreviated in our database (for example, Saint is often abbreviated ST and Mount is often abbreviated MT) and it may be necessary for you to enter another part of the school's name (for example, JOHN for ST JOHN'S).
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Images Files:

TBD

Alternate Course 2
Title: Applicant selects the "2000-2001" or "2001-2002" school year, and chooses to verify.
Assumptions:

#	Assumptions
1	Applicant selects the "2000-2001" or "2001-2002" school year.
2	Applicant selects "verify" from the dropdown list.
3	Applicant selects **NEXT.**

Alternate Flow				
#		Events	Data Elements	Wireframe
3.3	→	Applicant selects the "2000-2001" or "2001-2002" school year.	School Year Dropdown list => szSCLYEAR	
	→	Applicant selects "verify" from the dropdown list.	Search/Verify Dropdown List	
	→	**NEXT**		
		Continue at #5 *in the Federal School Code Verify Use Case.*		

Alternate Course 3
Title: Applicant returns no matches.
Assumptions:

#	Assumptions
1	Applicant selects the "2000-2001" or "2001-2002" school year.
2	Applicant selects "search" from the dropdown list.
3	Applicant selects **NEXT.**
4	Applicant selects **SEARCH.**
5	System does not produce a match.

Alternate Flow				
#		Events	Data Elements	Wireframe
9.2	←	System displays web page: Federal School Codes		Before005e.htm
		Continue at #10.1 to Exit Continue at #10.2 to Try Again.		

Before005e.htm

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Federal School Codes

Results for Keyword/School Search : "Maryland"

No matches found. Please try again.

[Try Again]

Try Again

Need help with this page?	[Exit] Exit

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Notes:

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Exit: home.htm
Privacy & Security: SecPriv.htm

Image Files:

TBD

Alternate Course 4
Title: Applicant selects try again.
Assumptions:

#	Assumptions
1	Applicant selects the "2000-2001" or "2001-2002" school year.
2	Applicant selects "search" from the dropdown list.
3	Applicant selects **NEXT.**
4	Applicant selects **SEARCH.**
5	Applicant selects **TRY AGAIN.**

Alternate Flow				
#		Events	Data Elements	Wireframe
10.2	→	Applicant chooses to **TRY AGAIN.** Continue at #2.		Continue at Before005.htm

8. Business Rules

#	Business Rules
1	The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)
2	By default, applicant can skip any data entry field. Fields that cannot be skipped will either have specification in Data Element field or have validation function ISNOTBLANK() listed for the variables that hold the input data, in Glossary.
3	The rules for search are as following: • key word match is not case-sensitive • partial search • wild characters (*, ?) used in regular expression are allowed, where '*' is mapped to none or several of any characters and '?' is mapped to one of any character. • Intelligence mapping of abbreviations is required for key word, e.g. "ST" can be matched to "ST", "SNT", and "SAINT." The scope of this mapping should be decided at the design phase.
4	All matching records will be displayed.
5	Both the Federal school code search and code verification are put in the same page (wireframe before005.htm), but in different sections. Applicant can enter data into any fields in that page. When applicant clicks on the **SEARCH** button, the search function is performed and hence, the data entered into the verification section will be ignored; vice versa.
6	Both year 2000-2001 and year 2001-2002 search will be handled within this application. Release 4.0 will not be used in this case
7	1. for school year 2000-2001, login the database with DSN alias FOTWMF01P and access table FAFSAMF.TCPS2052. 2. for school year 2001-2002, login the database with DSN alias FOTWMF12P and access table FAFSAMF.TCPS2052. Need to design a stored procedure to handle this database query in detailed tech design/implementation phase.

9 Navigation Links

#	Navigation Links
1	Selecting **EXIT** will continue at home.htm
2	Selecting **FAFSA ON THE WEB LOGO** will continue at home.htm
3	Selecting **HOME** will continue at home.htm
4	Selecting **PRIVACY & SECURITY** will continue at SecPriv.htm
5	Selecting **WHAT TO EXPECT** will continue at What001.htm
6	Selecting **COMPLETING A FAFSA** will continue at Complete001.htm
7	Selecting **FAFSA FOLLOW UP** will continue at Follow001.htm
8	Selecting **OVERVIEW** will continue at Before001.htm
9	Selecting **DOCUMENTS NEEDED** will continue at Before003.htm
10	Selecting **PRE-FAFSA WORKSHEET** will continue at Before012.htm
11	Selecting **DRUG CONVICTION WORKSHEET** will continue at Before013.htm
12	Selecting **SIGNATURES REQUIRED** will continue at Before008.htm
13	Selecting **YOUR PIN** will continue at Before004.htm
14	Selecting **TIME TO COMPLETE** will continue at Before007.htm
15	Selecting **STUDENT ELIGIBILITY** will continue at Before002.htm
16	Selecting **DEADLINES** will continue at Before003a.htm
17	Selecting **FEDERAL SCHOOL CODE SEARCH** will continue at Before005.htm
18	Selecting **BROWSER REQUIREMENTS** will continue at BeforeBrowser_Req.htm
19	Selecting **CLEARING YOUR BROWSERS CACHE** will continue at Cache.htm

20	Selecting **BEFORE BEGINNING A FAFSA FAQ** will continue at Before010.htm
21	Selecting **PIN SITE** will continue at www.pin.ed.gov
22	Selecting **HELP** will continue at Help.htm
23	Selecting **CONTACT US** will continue at Contact.htm
24	Selecting **FAFSA FAQS** will continue at FAQ001.htm
25	Selecting **SITE MAP** will continue at Map.htm
26	When testing, the domain name for PIN site is: //fasatest.test.ed.gov/ When in production, the domain name is: //www.pin.ed.gov/

10 Referenced Use Cases

#	Related Use Cases
1	Federal School Code Verify - Standalone